



Regional Specialist

Details

Job ID : 539

Title : Regional Specialist

Job Code : 1041

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Drug Court

Purpose

Responsible for temporary coverage of vacant positions statewide in order to assure compliance with Court of Justice and Drug Court policies.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Work Experience

Job Required Knowledge

- 4 year college degree in Human Services field
- Experience for degree @ 1:1
- 3 years of related experience including conducting group interactions

Job Skills/Abilities

- Basic computer skills
- Communication skills
- Travel statewide

Job Preferred Knowledge

- Knowledge of criminal justice system, substance abuse and related community resources

Job Duties

- Fill in for vacant staff statewide
- Conduct duties of Case Specialist, Program Supervisor, or Recovery Coordinator
- Conduct Eligibility Assessments in drug court office, detention center, or regional prison
- Provide case management services
- Conduct group substance abuse educational sessions
- Assist in training new employees
- Enter data in MIS
- Attend drug court team meetings and drug court sessions
- other duties as assigned